

Message

From: Santiago-Ocasio, Carmen [Santiago-Ocasio.Carmen@epa.gov]
Sent: 12/17/2021 11:56:58 PM
To: Schulman, Michael [Schulman.Michael@epa.gov]
CC: Pang, Tiffanie [Pang.Tiffanie@epa.gov]; Velez, Maria [Velez.Maria@epa.gov]; O'Neill, Sandra [ONeill.Sandra@epa.gov]; Lincoff, Meiling [Lincoff.Meiling@epa.gov]
Subject: APTIM Invoice Review Due: Tuesday, 12/28/21 - TO 25
Attachments: EPAR9 - TO 25 Triple Site Monthly Report 11-30-21.pdf; Nov 2021 TO 025 TOPO Invoice Verification Form.docx

Importance: High

*****PLEASE NOTE SHORTER RESPONSE TIME. DUE TO THE HOLIDAYS
INVOICES WILL BE DUE EARLY.*****

Hi Michael,

Please complete your review of the attached progress report and invoice. Then, fill out the Monthly Invoice Verification and Performance Evaluation form and return it to me via email, with a copy to Meiling by Tuesday, 12/28/21. You can complete and sign the form using either Word or Adobe Acrobat.

If you have any questions about the invoice, please send your written request for an explanation to the contractor through an email with copies to Meiling and me before the due date.

If you cannot resolve questionable charges after you receive the contractor's explanation, please discuss with me as soon as possible.

Important Notes:

- If you receive a notification from Easylite, please disregard and don't approve invoice.

Thanks,



Julie Santiago-Ocasio

Julie Santiago-Ocasio
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